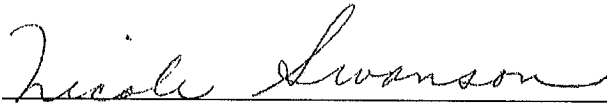


**2016 PRE-EMPLOYMENT TRANSITION SERVICES (PETS) PILOT PROJECT
Cover Sheet/Signature Page**

APPLICANT AGENCY - Use the legal name and full address of the fiscal agency with whom the grant will be executed.	Contact Name and Address
Anoka County Job Training Center 1201 89th Ave NE, Suite 235 Blaine, MN 55434	Amy Lord Employment Services Manager 1201 89th Ave NE, Suite 400 Blaine, MN 55434
Assistant Director: Nicole Swanson Telephone Number: 763-783-4866 FAX: 763-783-4844 E-Mail: nicole.swanson@co.anoka.mn.us	Contact Name: Amy Lord Telephone Number: 763-783-4855 FAX: 763-783-4814 E-Mail: amy.lord@co.anoka.mn.us

I certify that the information contained herein is true and accurate to the best of my knowledge and that I submit this work plan and budget proposal on behalf of the applicant agency.

WSA Assistant
Director Signature:



Title:

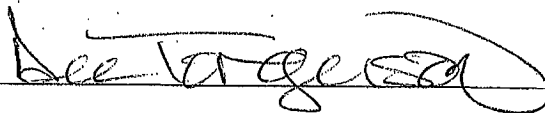
Assistant Director

Date:

February 3, 2016

I have reviewed this proposal and support the applicant agency receiving funding for the activities described within.

Local VRS Signature:



Title:

~~Rehabilitation~~ Regional Manager

Date:

February 3, 2016

2016 PRE-EMPLOYMENT TRANSITION SERVICES (PETS) PILOT PROJECT WORK PLAN

1. Describe the work experience services that will be provided to youth through this pilot project.

Anoka County Job Training Center (JTC) will be serving youth with disabilities that are ages 14 – 21, which live in Anoka County and are attending secondary school and are customers of Vocational Rehabilitation Services (VRS). Youth will be placed in work experiences in an integrated environment in the community at both public and private sector employers. Worksites orientations, placements and monitoring will be completed by JTC staff in collaboration with VRS staff.

JTC staff has ongoing relationships with local employers and continues to identify employment opportunities that align with in-demand occupations across multiple career pathways. Creating opportunities for youth to build fundamental workplace skills along with technical skills remains a focus.

The goal is for youth to gain confidence, develop job specific skills and positive work habits while preparing for future career opportunities.

2. Describe the types of jobs that youth will be placed in during this project.

Individualized job placement will vary based on customer skills, interests and abilities. JTC placement staff will work with VRS staff to review assessment results to find appropriate placements. Staff will review where the student lives and transportation options available. Work experiences will generally last 12 weeks with an average of 20 hours a week.

Jobs could include places such as YMCA, Head Start, area schools, County departments, nursing homes, hospitals, and private sector employers. A variety of jobs including recreations aids, teachers assistants, park workers, landscaping crew members, school maintenance workers, childcare workers, retail workers, library aides, office and clerical workers, will be available.

3. Describe how youth-specific barriers will be addressed. Describe co-enrollment strategies.

Staff will review the students IEP from their school (if appropriate) and focus on the outlined work experience goals of the IEP team. VRS will provide necessary assistance with accommodations as necessary. JTC placement staff will address barriers with the youth and VRS counselor during placement process. VRS will work with school staff and coordinate the provision of Job Coaches/Para's as deemed appropriate.

JTC will co-enroll in MYP to leverage funds to better meet the needs of the youth.

Each partner will provide services to the youth based on expertise:

- VRS – Job coaches, para's, funding for work experiences and coordinated support services
- JTC – Job Placement staff, job placements, workers comp, payroll and coordinated support services

4. Describe your plans to introduce career pathways and prepare youth served through this project for post-secondary education and high-growth, in-demand occupations in the region.

The Anoka County JTC has a well-developed Career Pathways program. Eligible and appropriate youth will be introduced to entry points prior to their successful completion of their HS Diploma/GED and basic work experience. They will be provided information about various pathways that align with their interests and abilities. All people directed to our Career Pathway programs are required to complete a Career Exploration Workshop prior to entering a program, to further assess interests and abilities that align with occupations in demand.

5. Describe anticipated outcomes.

Youth will complete up to 12 weeks of work experience and gain valuable skills that will enhance their employability. An evaluation process that includes feedback from site supervisor regarding youth participant progress at the worksite will be utilized. Our plan will be to conduct a minimum of two evaluations which allows program staff to determine their level of progress on key work readiness skills.

Students will gain valuable work history and a positive work reference

VRS staff will use the information collected from this work experience to better reinforce or identify the Career Pathway their customer will continue to pursue. The main outcome of the VRS plan is gainful employment and putting supports in place to ensure sustained employment.

2016 PRE-EMPLOYMENT TRANSITION SERVICES (PETS) PILOT PROJECT BUDGET

AGREEMENT PERIOD: April 1, 2016 TO December 31, 2016

Agency	Contact Person Phone/ E-mail
Anoka County Job Training Center 1201 89 th Ave NE, Suite 235 Blaine, MN 55434	Amy Lord Employment Service Manager 1201 89 th Ave NE, Suite 400 Blaine, MN 55434 (763) 783-4855 Amy.Lord@co.anoka.mn.us

SUMMARY

Category	Cost Per	Number of Students Served or Staff Hours	Total Maximum Cost
881 - Youth Wages and Fringe Benefits (Amount per student work experience)	\$2,368.26-April-July 2016 \$2,499.83 Aug-Dec 2016	12 students 13 students	\$28,419 \$32,498
885 - Staff Services (Amount per hour)	\$1.12 per hr.	6,000 hrs.	\$6,720
891 - Support Services to Youth (Amount per student)			\$0.00
Total Maximum Cost			\$67,637

BUDGET DETAIL (detail how above costs were determined)

881 - Youth Wages and Fringe Benefits:

Participant wages = \$9.00 per hour Apr–Jul 2016, \$9.50 per hour Aug-Dec 2016 plus FICA and associated workers compensation.

885 - Staff Services:

Staffing costs associated with worksite development, monitoring, case management, the collection of time sheets, data entry, generation and distribution of payroll checks, and recording keeping, and reporting.

25 participants X 240 hours = 6,000 hrs X \$1.12 per hour = \$6,720

891 - Support Services to Youth:

CATEGORY DEFINITIONS

Youth Wages and Fringe Benefits – Wages and benefits paid directly to youth participants while engaged in program activities.

Staff Services– Staff costs associated with providing service to youth, **EXCLUDING** costs of youth participant wages and fringe benefits and support services.

Support Services to Youth – Items that are necessary for a youth to participate in the project, such as transportation, clothing, tools, etc. These expenses may be paid directly to the youth or to a third-party vendor. Intensive supports such as job coaching are not to be included under this project.

Roles and Responsibilities

VRS

- After review of youth's individual needs, local VRS counselor refers appropriate eligible youth to WSA youth staff for PETS service;
- Local VRS counselor and WSA youth staff jointly review individual PETS service plans;
- Local VRS counselor arranges for individualized intensive services based on each youth's needs as appropriate;
- Local VRS local counselor maintains communication with WSA youth staff on individual youth;
- Local VRS local counselor enters appropriate individual data into Workforce One;
- Local VRS local counselor reviews and approves WSA PETS service invoices for per individual youth served;
- VRS files required reports with appropriate federal agencies

WSA

- WSA youth staff receives referrals from VRS;
- WSA youth staff provide appropriate PETS services based on individual needs and review with VRS local counselor;
- WSA youth staff develops appropriate work experience worksites for referred youth;
- WSA youth staff places and monitors youth in worksites;
- WSA youth staff maintains communication with VRS local counselor on individual youth;
- WSA sends invoices to local VRS counselor for payment;
- WSA maintains appropriate data as determined by VRS